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SOVIET RUSSIA (SR) DIVISION NOTES

Organizational Placement

1. Reports personnel are not assigned to the area branches but are in a separate [redacted] which is part of the [redacted] and [redacted] Branch. The Branch includes also an [redacted] and a [redacted] Section.

2. Although, at first glance, this organizational placement of reports personnel would not seem to be the same as that, say in SR, where they are assigned to the individual area branches, it is really quite similar inasmuch as SR, unlike other divisions, concerns itself with only one country, even though a country of tremendous size. One might almost say that it is a very large branch, and therefore the reports people can be considered, from this viewpoint, as "assigned to the branch".

3. Reports officers are assigned on a subject (Army, Navy, Air, political, economic, etc.) rather than an area basis, since information falls conveniently into such categories and becomes part of the over-all picture of these particular aspects of the USSR, regardless of whether it pertains to activities in the Baltic, the Urals, the Caucasus, or the far east of Siberia. This seems for the Soviet Union a more practical arrangement than an area-type assignment to conform to the geographical branches. Another factor strengthening this is the fact that practically all reports on the USSR come to SR from other divisions.

4. All those interviewed supported the present organization for reports personnel. The desirability of close coordination between operations and reports personnel was concurred in strongly, but it was admitted that not so much attention has been given to this in the past as should have been given. However, they are trying to correct this.

Personnel

1. The present T/O of the Reports Section authorizes a Chief Reports Officer, five reports officers, and two clerks-typing. It is believed that eight reports officers (including Chief Reports Officer), two intelligence assistants, and three typists positions are required.

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Security Information

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2. On duty at the present time are the Chief Reports Officer, six reports officers and one typist. Of the reports officers, one person is in the process of transferring to another position and so should not be counted; and another, carried against the field T/O, is awaiting field assignment and does operations work as well.

3. There are in process three reports officers or assistants and two clerk-typists and in addition the services of the officer who is awaiting field assignment will probably be available until September. If and when these persons EOD, the Reports Section will be at desired strength but until that time there will be a shortage of personnel, particularly of typists.

4. At the time the SR reports personnel were interviewed, there was a backlog of approximately 270 unprocessed reports, plus 80 reports which had been processed but were awaiting typing. These 80 reports totaled about 450 pages. Initial screening of the 270 reports had been done in order to eliminate ND's but it was estimated that up to one-third might still be discarded as not worth disseminating. In most subjects, unprocessed reports did not go further back than January 1952. The backlog of regular reports increased somewhat in recent months due to devoting a great percentage of time to processing a large accumulation of [redacted] reports before the changeover to multilith. This was done because the [redacted] reports were already on ditto masters and their dissemination by means of ditto was therefore easier and less time-consuming than retyping them on multilith mats.

General Procedure

1. The majority of SR incoming reports come through other divisions, which sometimes is a cause of delay in receipt. Dispatches or cables are logged when received in the Division, and the logging clerk routes them to Operations or Reports in accordance with their content; they are sometimes misrouted, but this is easily adjusted. The Operational Intelligence Section of the Reports and Support Branch is also interested, of course, in incoming documents, and it is the joint responsibility of the operations and reports people to see that OI and any other interested sections see such material.

2. Since a large number of miscellaneous information documents are routed to SR, material is first sorted (by a Reports Officer), and only those documents on which SR Reports will take action or which are in their sphere of responsibility, are logged. Logging is done by typing 3x5 slips indicating document number, source, subject and in-date; these are filed numerically, by station (reports received from 55 stations). A similar slip, with additional information added by the reports officer concerned as to SO number, area/category, evaluation, and the reports officer's comments, will be attached to the multilith mat when prepared and carding will be done from this.

- 2 -

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Security Information

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Security Information

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3. The appropriate reports officer receives the incoming report; determines whether it should be disseminated, consulting with the Chief of Reports and/or appropriate operational personnel as required; does necessary checking of names, places and references, and attempts to ascertain whether the information has been previously disseminated or published.

4. If dissemination will be made, the reports officer calls for an SO or SOBE number, prepares a draft or amends the text of the incoming report as a draft, attaches a dittoed form run off from an old SO ditto master, indicating heading, source and distribution information; performs necessary coordination with area branches of SR or with other divisions; and gives to a typist for typing of the multilith mat. Often the reports officer does the actual typing of the mat.

5. After proofing, the multilith mat, with basic dispatch attached, comes to the Chief of Reports, who reviews for form and content, desirability of disseminating and correctness of indicated distribution. [REDACTED] liaison cards are attached where required. The Chief of Reports reads every outgoing dissemination, as well as all rejected dispatches which reports officers have decided should not be disseminated. Multilith mats are ordinarily taken to RC twice a day. Original reports are logged out in the process.

6. PD's are only rarely sent out by SR.

General Notes, Including Comments Received

1. The Chief of Reports is preparing a manual for guidance of reports people, as well as operational people, in the field. This apparently would complement rather than duplicate the field manual being prepared by RC, which, it is understood, will be concerned more with format and procedure. A draft copy of the SR manual is not yet available.

2. Reports officers commented very favorably on the assistance rendered by Industrial Register of OCD. The IR catalogs or registers, copies of which are on file in SR Reports, have been most helpful. The reports officers have been authorized to call or consult Mr. Scheufele of IR directly, and would like a similar arrangement to be instituted with Biographic Register if possible.

3. The long distance between offices in L, K, J, and I buildings was commented on, this being of considerable concern to SR, not only because of trips to RI and RC, but also because the fact that their reports come from so many stations makes it necessary to do a considerable amount of coordinating. A pneumatic tube system similar to those in department stores or in the Pentagon was proposed - a suggestion which has been made by other persons also, and which it seems

- 3 -

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Security Information

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should be seriously considered if the Agency should acquire new quarters.

4. The requirement that coordination must be shown by initials of the coordinating officials on the multilith mats means a double coordination on every dissemination requiring coordination, since it is also necessary to coordinate the draft before the mat is typed.

5. There seems to be some difficulty in getting all reports on the Soviet Union channeled through SR and disseminated by SR. They must continually call attention to this, since the cause seems to be principally new personnel in the various divisions.

6. The terminology "editor", generally used in this division, and in others, should be abandoned in favor of "reports officer".

7. It was indicated by one reports officer that there has been a reluctance on the part of the Captured Documents Section, Army Archives, to furnish requested documents from their records.

8. The addition of professionally trained specialists on technical subjects to the Technical Guidance Branch of the Requirements Staff would enable TG to be of greater assistance to reports personnel when reports include technical matters.

9. The memos on technical subjects, which are disseminated by TG, are not assigned SO or SODE numbers. Consequently, reference cannot be made to such a memo, even though later information received, which is in the area division's sphere of responsibility, seems to relate to the earlier information contained in the TG memo.

10. The Agency is apparently committed to make headquarters distribution to certain agencies of all [REDACTED] reports, even though many contain worthless or previously disseminated information. It would seem that reports officers should be allowed to exercise judgment in regard to disseminating these reports, just as they do in the case of other dispatches from the field.

11. Some difficulty seems to have been encountered in preparing specialized SODE's to transmit intelligence information over the ADSO's signature, with the necessity of retyping such memos because they do not conform to the established format. If there have been conflicting directions in this regard, doubtless the revised Reports regulation being prepared by RC will clarify the matter.

12. For the most part SR has been well pleased with the quality of work done by [REDACTED]

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- 4 -

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Their greatest use of [redacted] facilities has been for [redacted]. It has been their understanding that [redacted] should be utilized only for more difficult languages, and that reports officers should be expected to be, and should be, familiar enough with the common languages with which they deal to do their own translation, unless the document should be of great length or predominantly technical in character.

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Last year, 2000 pages of [redacted] were translated by [redacted] SR Reports. Apparently there is only one such translator. He knows [redacted] well but is not too good at expressing himself in English; moreover no typing assistance seems to be available to him, and his translations are received in a not-too-legible longhand. A reports officer will then have to make further longhand changes in the draft if the English does not read well in places. Consequently it sometimes becomes quite difficult for the typist to transcribe the material when typing the dissemination.

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It seems too that under pressure of a quantity of work, sometimes an abstract may be returned instead of a full translation, or one paragraph will be translated and a comment added that the document contains so many paragraphs of a similar nature. This is not satisfactory to SR if instructions were that the material was to be translated in full, and if SR Operations people have already screened the material to be sure it is worthwhile.

- 5 -

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Security Information